



New Jersey Housing and Mortgage Finance Agency

National Green Building Standard Certification Requirements and Documentation

IMPORTANT NOTES:

- Once you have selected NGBS Certification for your LIHTC Green Point, you cannot change to another Green Point.
- NGBS experience will give the team the best opportunity to actually get certified.
- NGBS was provided as a Green Point option for those developers who would like more flexibility in order to comprehensively design the project and for projects that have other funding or incentives based on NGBS Certification. We advise to looking into certification costs prior to committing to this point.

WHAT TO SUBMIT WITH TAX CREDIT APPLICATION

Attach hard copies of the following with application.

Exhibit A: Completed and Signed NGBS Letter of Intent, Attachment F.

Exhibit B: Copy of developer contract with a NGBS Accredited Professional.

Exhibit C: The NGBS Professional's Accreditation Certificate

Exhibit D: The NGBS Professional's experience

FINAL SUBMISSION & PROJECT TIMELINE:

- d. Prior to start of construction, or closing on construction financing, submit the following to Kwesi Daniels:
 - i) Copy of your **NGBS Verification Report Spreadsheet**
 - ii) Contact information of your NAHB NGBS contact, who will verify the project and approve.
- e. During construction, upon request from NJ Green Homes Office or designated representative:
 - i) Support documentation confirming compliance with NGBS program
- f. For 8609 package and sent to Kwesi Daniels:
 - i) Copy of **NGBS Certificate**
 - ii) Copy of Final **Verification Report Spreadsheet**

FOR MORE INFORMATION & TO APPLY:

Please send all required documents within 'FINAL SUBMISSION & PROJECT TIMELINE' to:

Kwesi Daniels
NJ Green Homes Office
NJ Housing and Mortgage Finance Agency
kdaniels@njhmfa.state.nj.us
Phone: 609.278.7370
Fax: 609.278.1754

For U.S. Post Office:
P.O. Box 18550
Trenton, NJ 08650-2085

For Fed Ex, UPS, Visitors, etc:
637 S. Clinton Ave.
Trenton, NJ 08611